



Overview of Nebraska VR's Supported Employment Services

Definition

The concept of “place and train” is central to supported employment. The person is placed into an integrated competitive employment setting, and then provided with the necessary training and other supports and services needed to acquire job performance skills.

The person must be compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by persons who are not disabled, at the time of transition to extended services.

Services To Be Provided

Job placement

Job placement services include those activities directly related to obtaining a suitable job for the person such as:

- Job development
- Accompanying the person to job interviews
- Assistance with completing application forms
- Accompanying the person to required medical exams and drug screening tests

Job Coaching

Job Coaching services lead to stable job performance by:

- Teaching needed job skills and developing appropriate behaviors to help the person be successful on the job.

Other services at or away from the work site

These are services that help the person do their best on the job. They may be provided at the work site, the person's home, or other location. This service includes:

- Training in grooming and hygiene, using transportation to get to and from work, and similar training.

Duration of services

Nebraska VR supported employment services are provided until the person is stable on the job. After the person is stable on the job Nebraska VR no longer provides support.

Extended services necessary to help the person keep the job is provided by others.

Extended services may include:

- Follow-up services - These are monitoring and assessment services intended to maintain a stable job placement. They include regular contact with employers; the consumer, the consumer's parents, guardians or other representatives.
- Monitoring - To maintain employment stability must at a minimum consist of twice monthly meetings with the consumer at the worksite; or under specific circumstances, especially at the request of the consumer, twice monthly meetings away from the worksite.

Stabilization

A person is considered to be stable on the job when:

- Their performance meets employer's expectations.
- The number of job coaching hours has been the same for 4 or more weeks.
- Amount of job coaching hours being provided will be enough to keep the person on the job.

Successful Outcome

A person is a successful employment outcome when they have stayed on the job for 90 days after they stabilized on the job.

Community Supports Program

Supported Employment Service – Definition of Terms

Nebraska VR

Also referred to as Vocational Rehabilitation, Voc Rehab, or VR helps people who have a disability get and keep a job. The disability may be a physical, emotional or learning disability.

Supported Employment

Person requires training on the job to help them learn the job duties and behaviors required to be successful. The person is successful when they are able to work independently on the job or require very little job coaching to keep their job.

Consumer/Client

A person with a disability who works with VR is often called a consumer or client.

Support Provider/Job Coach

The person who helps the consumer/client learn the job duties.

Hours of intervention

The number of hours the support provider/job coach spends with the consumer at the work site providing job coaching and support.

Fading

As the consumer gains more knowledge about their job and becomes more skilled, the provider allows the consumer to work with less support. The provider may observe from a distance, or actually leave the work place. The provider would then check with the supervisor or co-workers to see how the consumer did during their absence. If successful the consumer will become more independent and need less support.

Stabilization

This occurs when the consumer is working as independently as possible. For example, the consumer works 25 hours per week, and for the past 4 weeks the provider has only provided support for 3 hours each week. It is believed the consumer will require the 3 hours of support each week for the foreseeable future.

Natural Supports

Natural supports are the assistance a co-worker or supervisor provides, on an occasional basis, to assist the consumer. An example would be a consumer who needs a reminder to switch from one activity to another. The co-worker would agree to remind the consumer to switch activities. Another example would be a family member ensuring proper grooming for the job each morning.

Extended Supports

Extended supports are the supports the consumer will need for as long as they have the job. Extended supports may be provided by the job coach, co-worker, supervisor, or family member.

On-site Supports

These are the services and supports provided at the job site.

Off-site Supports

These are the services and supports provided away from the job site. They include work related supports such as addressing grooming needs, transportation, and work preparation skills.

Supported Employment Fee Schedule

Individual Placements: Milestone Definition and Payment Schedule

Milestone	Definition:	Hours worked per week			
		≤ 14	15-19	20-31	≥ 32
Initiate Services	<ol style="list-style-type: none"> 1. Provide placement according to IPE 2. Conduct job analysis 3. Transport consumer to job interview if necessary 4. Assess consumer in job application/interview 5. Advise VR of other identified supports, i.e. clothing, uniforms, transportation, childcare, etc. <p>No report required</p> <ul style="list-style-type: none"> • Verbal progress report every 90 days if job is not found 	\$360	\$360	\$360	\$360
Start Job	<ol style="list-style-type: none"> 1. Agreement that job found is consistent with job goal 2. Consumer actually starts the job 3. Consumer is a bona fide employee of the business or SE provider 4. Consumer receives same benefits as other workers in similar positions 5. Earns at least minimum wage <p>Verbal or written report required</p> <ul style="list-style-type: none"> • Employer name, address, phone number • Name of immediate supervisor • Job title and duties • Work schedule, wages, and benefits 	\$360	\$360	\$360	\$360
30 days	<ol style="list-style-type: none"> 1. 30 calendar days from date employment started 2. Consumer is still with same employer 3. Payment based on average hours worked per week during this month <p>Written report required</p> <ul style="list-style-type: none"> • Average hours worked per week for previous four weeks on the job • Average intervention hours per week for previous four weeks on the job • Brief narrative describing progress on the job 	\$240	\$360	\$600	\$960
Stabilization	<ol style="list-style-type: none"> 1. Level of intervention has remained constant for 4 or more weeks 2. Consumer's performance meets employer expectations 3. Consumer transferred to long-term supports 4. Extended support services are sufficient to maintain the consumer on the job 5. Payment based on average hours worked per week during the month prior to this milestone <p>Written report required</p> <ul style="list-style-type: none"> • Average hours worked per week for previous four weeks on the job • Average intervention hours per week for previous four weeks on the job • Brief narrative describing stabilization 	\$270	\$420	\$720	\$1020

Milestone	Definition	Hours worked per week			
		≤ 14	15-19	20-31	≥ 32
90 day post stabilization	1. Consumer working 90 days (3 months) after stabilization 2. Employment assessment completed by VR indicating: <ul style="list-style-type: none"> • Employer satisfied with job performance • Consumer satisfied with job 3. Payment based on average hours worked per week during the month prior to this milestone Written report required <ul style="list-style-type: none"> • Average hours worked per week for previous four weeks on the job • Average intervention hours per week for previous four weeks on the job • Brief narrative describing progress on the job including statement of employer satisfaction with performance and consumer's satisfaction with job • Update information on wages, benefits, job title, duties and supervisor 	\$190	\$300	\$530	\$710
180 day post stabilization	1. Consumer working 180 days (6 months) after stabilization 2. Payment based on average hours worked per week during the month prior to this milestone Written report required <ul style="list-style-type: none"> • Average hours worked per week for previous four weeks on the job • Average intervention hours per week for previous four weeks on the job • Brief narrative describing progress on the job 	\$190	\$300	\$530	\$710
270 day post stabilization	1. Consumer working 270 days (9 months) after stabilization 2. Payment based on average hours worked per week during the month prior to this milestone Written report required <ul style="list-style-type: none"> • Average hours worked per week for previous four weeks on the job • Average intervention hours per week for previous four weeks on the job • Brief narrative describing progress on the job 	\$190	\$300	\$530	\$710
Total Payment		\$1,800	\$2,400	\$3,630	\$4,830

Notes:

1. Can move up or down in payment schedule if consumer works more or less hours than originally planned.
2. Provider is responsible for the extended services necessary to maintain the consumer on the job.
3. Post stabilization payments assume that there may be episodic intervention on the job.

Other Supported Employment Placements

Service	Fee Schedule
Supported Employment-Crew or Enclave	No fee for filling a work crew or enclave position. Job coaching fee for service established in written agreement with provider, not to exceed \$7 per hour worked.

Community Supports Program
Report on Employment

This report is to be completed when the consumer starts their job.

Consumer's Name _____

Date: _____

Support Provider's Name _____

Business where consumer is employed:

Company name: _____

Address: _____

Telephone number: _____

Name of consumer's immediate supervisor: _____

Consumer's' job information:

Job title: _____

Duties: _____

Start date: _____

Work schedule: _____

Wages: _____

Benefits provided: _____

Support Provider's Signature

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Job title: _____

Duties: _____

Start date: _____

Work schedule: _____

Wages: _____

Benefits provided: _____

Support Provider's Signature

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Report on Employment

This report is to be completed at the milestones indicated.

Consumer's name: _____ Date: _____

Support Provider's name: _____

Report for : (mark one)

<input type="checkbox"/> 30 days on the job	<input type="checkbox"/> 180 days on the job
<input type="checkbox"/> stabilization achieved	<input type="checkbox"/> 270 days after stabilization
<input type="checkbox"/> 90 days after stabilization	

Average hours worked per week for the past 4 weeks _____

Average hours of intervention provided per week for the past 4 weeks _____

Progress on the job (if stabilization has occurred, describe) - _____

Describe employer's satisfaction with the consumer _____

Describe consumer's satisfaction with the job _____

Signature of Support Provider

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Signature of Support Provider

**COMMUNITY SUPPORT PROGRAM
SUPPORTED EMPLOYMENT SERVICES
BILLING DOCUMENT**

Services Provided By: _____

Address: _____

CLIENT:

BILLING DATE:

MILESTONE	Hours Worked	Start Date	End Date	Rate	TOTAL
Initiate Services					
Start Job					
30 Days					
Stabilization					
90 Day Post Stabilization					
180 Day Post Stabilization					
270 Day Post Stabilization					

TOTAL

Signature of Representative:

Approval Signature VocRehab Services:

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